# CorelDRAW™ 9, 10 and 11 Tip Sheet

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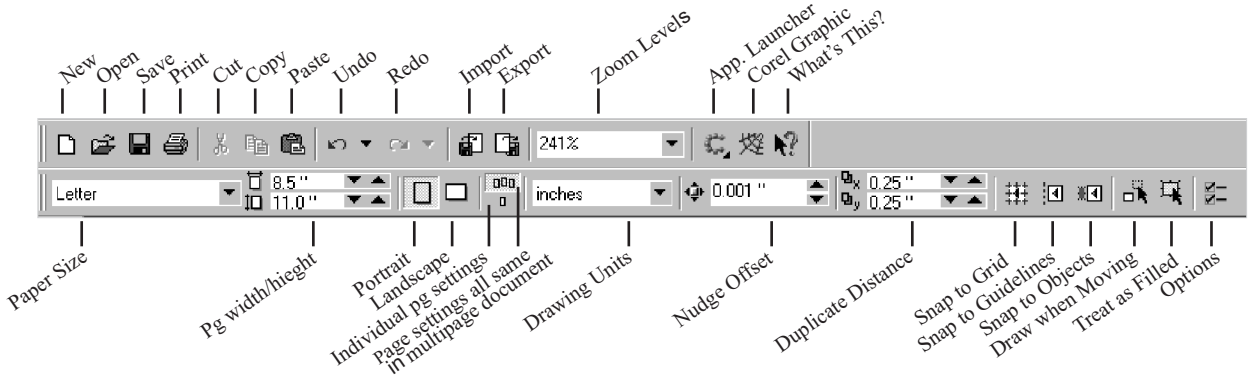
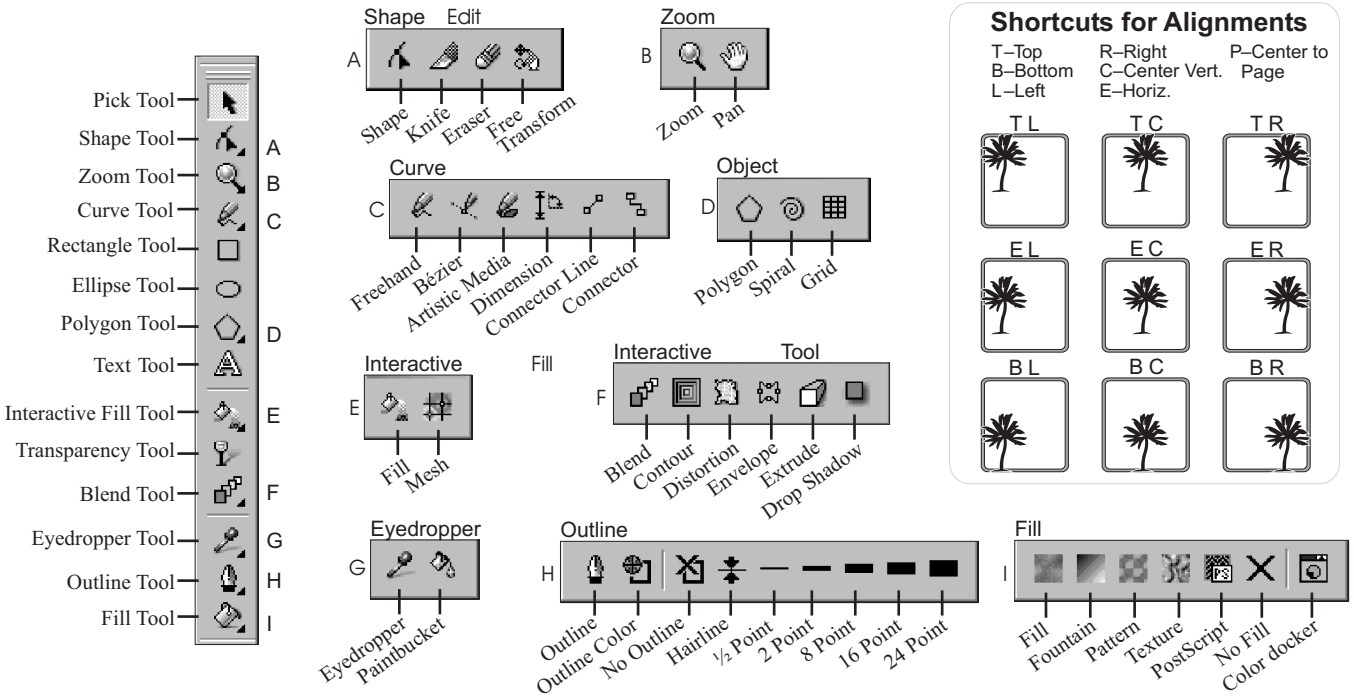
**For Information on CorelDRAW Add-On Software**
**call 1-800-959-7627 or visit www.smartdesigns.com**

## Standard & Property Toolbars




## Toolbox & Fly-out Menus




### Shortcuts for Alignments

T–Top
B–Bottom
L–Left
R–Right
C–Center Vert.
E–Horiz.
P–Center to Page




## Function Keys

| F1 | F2 | F3 | F4 | F5 | F6 | |
|---|---|---|---|---|---|---|
| Help | Marquee Zoom In | Zoom Out | Zoom to All Objects | Last Curve Tool | Rectangle Tool | |
| What's This? | Zoom to Selection | Change Case | Zoom to Page | | | SHIFT+ |
| | View Docker | | | Styles Docker | Next Window | CTRL+ |
| | Linear Dimensions | Lens Docker | Exit CorelDRAW | | | ALT+ |

| F7 | F8 | F9 | F10 | F11 | F12 | |
|---|---|---|---|---|---|---|
| Ellipse Tool | Text Tool | Full Screen Preview | Shape Tool | Fountain Fill | Outline Pen | |
| | | Toggle Display | | Uniform Fill | Outline Color | SHIFT+ |
| | Convert Text Type | | Text Options | Symbols Docker | Spell Checker | CTRL+ |
| Position Docker | Rotate Docker | Scale/mirror Docker | Size Docker | VBA Editor | Align to Baseline | ALT+ |

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# CorelDRAW™ 9, 10 and 11 Keyboard Shortcuts

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## Align Selected Objects

Top ..... T
Bottom ..... B
Left ..... L
Right ..... R
Center to Page ..... P
Vertical Center ..... C
Horizontal Center ..... E

## Arrange Selected Objects

Group ..... Ctrl+G
Ungroup ..... Ctrl+U
Break Apart ..... Ctrl+K
Combine ..... Ctrl+L
Convert To Curves ..... Ctrl+Q
Convert Outline to Object ..... Ctrl+Shift+Q
Order: Back One ..... Ctrl+PgDn
Order: Forward One ..... Ctrl+PgUp
Order: To Back ..... Shift+PgDn
Order: To Front ..... Shift+PgUp

## Dockers

Lens... ..... Alt+F3
Linear Dimensions... ..... Alt+F2
Symbols... ..... Ctrl+F11
Text Styles ..... Ctrl+F5
View Manager... ..... Ctrl+F2

## Edit

Copy ..... Ctrl+C
Copy Properties From... ..... Ctrl+Shift+A
Cut ..... Ctrl+X
Delete ..... Delete
Duplicate ..... Ctrl+D
Paste ..... Ctrl+V
Redo ..... Ctrl+Shift+Z
Repeat ..... Ctrl+R
Undo ..... Ctrl+Z

## File

Open... ..... Ctrl+O
Save ..... Ctrl+S
New Document ..... Ctrl+N
Import ..... Ctrl+I
Export ..... Ctrl+E
Print... ..... Ctrl+P

## Miscellaneous

Help: What's This? ..... Shift+F1
Options ..... Ctrl+J
Properties ..... Alt+Return
Property Bar ..... Ctrl+Return
Select All Objects ..... Ctrl+A
Snap To Grid ..... Ctrl+Y
Spell Check... ..... Ctrl+F12
VBA Editor ..... Alt+F11
Next Page ..... PgDn
Previous Page ..... PgUp

## Nudge

Nudge Down ..... Dn Arrow
Nudge Left ..... Left Arrow
Nudge Right ..... Right Arrow
Nudge Up ..... Up Arrow
Super Nudge ..... Shift+Arrow (!#"$)

## Text

Align To Baseline ..... Alt+F12
Bullet Text ..... Ctrl+M
Convert Text ..... Ctrl+F8
Edit Text... ..... Ctrl+Shift+T
Format Text ..... Ctrl+T
Horizontal Text ..... Ctrl+, (comma)
Vertical Text ..... Ctrl+. (period)
Decrease Font Size ..... Ctrl+NUMPAD2
Increase Font Size ..... Ctrl+NUMPAD8
Next Font Combo Size ..... Ctrl+NUMPAD6
Previous Font Combo Size Ctrl+NUMPAD4

## Toolbox

Artistic Media ..... I
Ellipse ..... F7
Eraser ..... X
Fountain Fill... ..... F11
Grid Tool (Graph Paper) ..... D
Interactive Fill ..... G
Interactive Mesh Fill ..... M
Last Used Curve ..... F5
Outline Color... ..... Shift+F12
Outline Pen... ..... F12
Pan Screen ..... H
Polygon ..... Y
Rectangle ..... F6
Shape ..... F10
Spiral ..... A
Text ..... F8
Toggle: Pick & Last Used ..... Spacebar
Toggle: Pick & Text Tool ..... Ctrl+Spacebar
Uniform Fill... ..... Shift+F11

## Transform Docker

Position... ..... Alt+F7
Rotate... ..... Alt+F8
Scale/Mirror... ..... Alt+F9
Size... ..... Alt+F10

## View

Refresh Window ..... Ctrl+W
Full-Screen Preview ..... F9
Toggle Display ..... Shift+F9
Pan Screen ..... Alt+Arrow (!#"$)
Marquee Zoom In ..... F2
Zoom Out ..... F3
Zoom To All Objects ..... F4
Zoom To Page ..... Shift+F4
Zoom To Selection ..... Shift+F2

## Artistic or Paragraph Text

Left Justification ..... Ctrl+L
Center Justification ..... Ctrl+E
Right Justification ..... Ctrl+R
Full Justification ..... Ctrl+J
No Justification ..... Ctrl+N
Bold ..... Ctrl+B
Italic ..... Ctrl+I
Underline ..... Ctrl+U
Small Caps ..... Ctrl+Shift+K
Change Case... ..... Shift+F3
Drop Cap ..... Ctrl+Shift+D
Find Text... ..... Alt+F3
Non-Printing Char ..... Ctrl+Shift+C
Styles ..... Ctrl+Shift+S
Manual Line Break ..... Shift+Enter
Delete Char. to Right ..... Delete
Delete Word to Right ..... Ctrl+Delete
Font List ..... Ctrl+Shift+F
Font Weights ..... Ctrl+Shift+W
Font Size ..... Ctrl+NUMPAD2
Font Size ..... Ctrl+Shift+P
HTML Font Size ..... Ctrl+Shift+H
Increase Font Size ..... Ctrl+NUMPAD8
Move Down 1 Frame ..... PgDn
Move Down 1 Line ..... DnArrow
Move Down 1 Par. ..... Ctrl+DnArrow
Move Left 1 Char. ..... LeftArrow
Move Left 1 Word ..... Ctrl+LeftArrow
Move Right 1 Char. ..... RightArrow
Move Right 1 Word ..... Ctrl+RightArrow
Beginning of Frame ..... Ctrl+Home
Beginning of Line ..... Home
Beginning of Text ..... Ctrl+PgUp
End of Frame ..... Ctrl+End
End of Line ..... End
End of Text ..... Ctrl+PgDn
Up 1 Frame ..... PgUp
Up 1 Line ..... UpArrow
Up 1 Paragraph ..... Ctrl+UpArrow
Select Character to Left ..... Shift+LeftArrow
Sel. Character to Right ..... Shift+RightArrow
Sel. Down 1 Frame ..... Shift+PgDn
Sel. Down 1 Line ..... Shift+DnArrow
Sel. Down 1 Paragraph Ctrl+Shift+DnArrow
Sel. Beg. of Frame ..... Ctrl+Shift+Home
Sel. Beg. of Line ..... Shift+Home
Sel. Beg. of Text ..... Ctrl+Shift+PgUp
Sel. End of Frame ..... Ctrl+Shift+End
Sel. End of Line ..... Shift+End
Sel. End of Text ..... Ctrl+Shift+PgDn
Sel. Up 1 Frame ..... Shift+PgUp
Sel. Up 1 Line ..... Shift+UpArrow
Sel. Up 1 Paragraph ..... Ctrl+Shift+UpArrow
Sel. Word to Left ..... Ctrl+Shift+LeftArrow
Sel. Word to Right ..... Ctrl+Shift+RightArrow

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# CorelDRAW™ 9, 10 and 11 Tips and Tricks

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**Selecting, Positioning and Aligning Objects**

- Double click the Pick tool to select all objects on the Page at once.
- Hold the "Alt" key down when dragging a box around an object. The object will be selected as soon as the box surrounds a portion of the object.
- Hold the "Alt" key down to select an object behind another object. Hold the "Alt" and "Shift" keys down to select multiple objects. Grab the "X" to reposition the selected objects.
- Hold down the "Control" key to constrain an object horizontally or vertically when repositioning.
- Without reselecting the pick tool, it is possible to manipulate an object's shape or position using any of the basic drawing tools including the Freehand Pen Tool, Rectangle Tool and the Ellipse Tool.
- Hold down the "Shift" key to resize an object from the center.
- Hold down the “Ctrl” key to select an object inside a group.
- Select two objects. On your keyboard press "C" for center alignment, "B" for bottom alignment, "T" for top alignment, "L" for left alignment and "R" for right alignment. The first object selected will automatically align to the second object selected.

**Creating, Duplicating and Importing Objects**

- Double click the Rectangle tool to create a rectangle the size of the page and behind all other objects on the page. Hold down the "Shift" key when creating a rectangle, ellipse or polygon to the create the shape from the center out - hold the “Shift” and “Control” key at the same time to constrain the object to a circle or square.
- Duplicate an object (Control D). Once the duplicated object is repositioned, the duplicate command will use the new position to place the next duplicate (Smart Duplication).
- Select an object with your left mouse button, drag the object and select the right mouse button to create a copy.
- When importing a file, hold down your "Space Bar" to disable the placement feature and directly import the file.

**Modifying Objects and Colors**

- Right mouse click on any object or text and select "Properties" to modify the attributes of the object or text (fill, outline, size).
- Right mouse click on an object or text, hold the right mouse button down and drag the object over the top of another object. When the bombsight appears, release the mouse button. You can now copy Fills, Outlines or Properties from one object to another. You can also use this feature to PowerClip an object inside another object.
- Right mouse click on an object, hold the right mouse button down and the "Shift" key to drag and drop fill colors from one object to another.
- Right mouse click on an object, hold the right mouse button down and the "Alt" key to drag and drop outline colors from one object to another.
- Double click the color palette to change the outline color of an object. Single click to change the fill color.
- Select two objects. Select the "Weld", "Trim" or "Intersect" icon on your property bar. The first object selected will weld to, trim through or intersect the second object selected.
- Right mouse click on an object. Select "Lock" to lock an object's position. Right click again to Unlock.
- Hold the “Shift” key down and double-click on a color in the color palette, the color name will appear. Select another color by Pantone Name or Number and the cursor will jump to that color on the palette.
- Hover your cursor over a color on the color palette, depress the left mouse button and all of the shades of that color will appear as a fly-out  select the desired shade from the fly-out to color your image.

**Manipulating Text**

- Select a text object with the Shape Tool. Two arrows will appear. Select the left arrow to change the spacing between lines (letting). Select the right arrow to change the spacing between letters (kerning). Select the white box next to a letter to reposition the letters with the arrow keys or change the color of an individual letter from the color palette. Hold down the "Shift" key to select multiple letters. Hold down the left mouse button on a selected box to drag the letter(s) into a new position. Hold down the "Control" key to constrain the letter(s) horizontally or vertically while repositioning.
- Right mouse click on a text object, hold the right mouse button down and drag the text over the top of another text object. When the bombsight appears, release the mouse button. You can now copy the text properties from one object to another.

**Displaying Roll-Ups, Dialogs or Views**

- Hold the cursor over the Outline Tool and double click to display the Pen roll-up.
- Hold the cursor over the Fill Tool and double click to display the Special Fill roll-up.
- Hold the cursor over the Zoom Tool and double click to display the View Manager dialog box.
- Hold the cursor over the Shape Tool and double click to display the Node Edit roll-up.
- To see the printable area while working on a drawing, click on View | Printable Area.
- Double click the shadow on the right border of your work page to open the Page Setup dialog.


## Call 1-800-959-7627 for Info on the Smart Designs Art System

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# CorelDRAW™ 9, 10 and 11 Tips and Tricks

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**Node Editing**

- CorelDRAW 9-11 have a Curve Smoothness slider bar for reducing nodes. Using the Shape Tool, drag a box around the excess nodes. The Curve Smoothness slider bar will appear at the far right of your Property Bar (it contains a “0” and an equalizer icon). Select the slider bar and move the slider to the right to reduce the nodes in the image. If the image starts to distort, simply move the slider bar back to the left.
- Double click on a line in an object to select the Shape Tool for node editing (make sure the object or text is converted to curves first). Click the right mouse button on a line to display the node editing options for that object or text.
- Double-click on a node with the shape tool to delete a node.
- Double-click on a line with the shape tool to add a node.

**Rulers, Guidelines, Views or ToolBars**

- Double click on a ruler to display the Grid and Ruler setup dialog box.
- Select a guideline and click "Delete" to delete the line. To select multiple guidelines, hold down the "Shift" key.
- Hold down your "Shift" key to drag a ruler out into your drawing area with your left mouse button. Hold down the "Shift" key and double click the ruler to reset the ruler to the original position.
- If a Toolbar is accidentally removed, simply right mouse click on any open gray space on the Toolbox, Property Bar or Standard Tool Bar. Place a check next to the name of the tool that has disappeared. It is possible to drag any floating tool bar to a docked location anywhere on the perimeter of your workspace.
- If your CorelDRAW workspace becomes corrupted or you lose a tool bar, start CorelDRAW while holding down the F8 key to restore CorelDRAW to the default workspace.

**Contouring**

- CorelDRAW 9-11 have an interactive contouring tool, select the Interactive Contour tool (fourth flyout from the bottom on your Tool Box). After selecting the tool, drag a contour line from the lower left corner of your object. Contour attributes such as steps, offsets and styles (inside, outside, to center) can be adjusted from the Property Bar.
- CorelDRAW 9-11 allow contoured text to be edited. After contouring the text, select the original text and click on “Control, Shift, T” to edit the text. The new text value will have the same contour.
- CorelDRAW has a tendency to distort curved objects or text during contouring. Corel has added a new tool in version 9-11, “Convert Outline to Object” that will alleviate this problem. This tool will convert outline strokes to contour lines. Place an outline stroke around an object, select “Convert Outline to Object”. The stroke will be converted to a contour line automatically. Enter the wireframe view by entering “Shift, Tab, F9”. The contour is line is on either side of the original object. Select both new objects and click on the “Trim” command on the property bar to remove the inside contour line (Smart Designer will do this automatically with the “Convert ALL Outlines to Objects” feature). Note: All text will be converted to curves when “Convert Outline to Object” is used.

**Scanning and Tracing**

- Scan directly into CorelDRAW by selecting “Acquire Image” from the File menu. Select your source device and click “Acquire” to activate the TWAIN software included with your scanner.
- After scanning an image or opening a bitmap file, right click on the image and select “Trace Bitmap”. CorelTRACE will open automatically. Select “Outline” from the Trace menu to convert the bitmap to vectored line artwork. To return the vectored file to CorelDRAW 9, select “Return Trace Result” from the File menu. To return the vectored file to CorelDRAW 10 or 11, simply close CorelTRACE. The vectored file will be placed directly on top of the original bitmap, select the wireframe view (Shift, Tab, F9) to compare the two images. The vectored image can now be ungrouped and edited.
  **Note:** The quality of your trace result is determined by the quality of your original image. The traced image will never look better than the original source artwork. CorelTRACE does a poor job of converting bitmaps to vectors. EuroVECTOR will produce a vastly superior traced image. A EuroVECTOR demo is located on the Smart Designer 10.11 or Smart Sampler CD. The EuroVECTOR demo can also be downloaded from www.smartdesigns.com.

**Publishing PDF Files**

- The Portable Document Format (PDF) was created by Adobe Systems as a universal file format for printing and proofing files on both Macintosh and Windows platforms. The Acrobat Reader viewing software is available free of charge from www.adobe.com. CorelDRAW 9 - 11 are fully capable of creating native PDF files from any file created or opened in CorelDRAW. PDF files will compress the original image by up to 90% and are ideal for email attachments.
- After opening or creating a file, select “Publish to PDF” from the File menu. Use the Browse button to select the location where the PDF file will be saved. Select the desired options, name the file and click on “OK”. The PDF for Document Distribution option will produce the best quality. To reduce your file size and print quality, select the PDF for the Web option under settings.
- If the Acrobat Reader software is installed, the Reader software will open and display the graphic if the file is double clicked. The Acrobat Reader software for Windows is located on the Smart Designer 10.11 and Smart Sampler CD.

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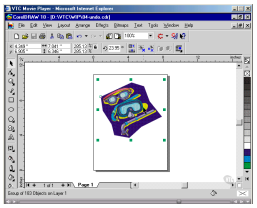
# CorelDRAW™ Tools and Resources

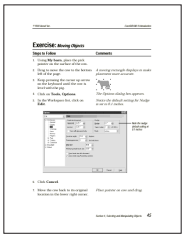
**If You Don't Already Own One, Purchase an Interactive Training CD**



Smart Designs has partnered with the Virtual Training Acadmeny to develop a premier training CDs for CorelDRAW 9 and 10. These CD-ROMS based tutorials each contain of 10 hours of interactive mulitmedia Quick Time movies. Hosted by Brian White, one of the industry's premier Corel Trainers, each CD covers the entire range of features and tools in CorelDRAW. Owning one of these CDs is like having a CorelDRAW trainer sitting next to you, simply load the CD, type in a topic and watch a fully narrated tutorial lesson. Call 1-800-959-7627 to order one of these CDs from Digital Art Solutions.

**VTC CorelDRAW 9 Training CD - List Price $99**
**VTC CorelDRAW 10 Training CD - List Price $99**

**Purchase a Set of Tom Anzai Training Manuals**



Tom Anzai has produced an excellent series of training manuals for CorelDRAW 9-11. Each manual in the series contains comprehensive lessons on the basics of CorelDRAW as well as advanced production techniques. There is no better training curriculum on the market for gain a mastery of CorelDRAW. These training manuals are available by calling Digital Art Solutions at 1-800-959-7627.

**CorelDRAW 9, 10 or 11 Training Manual Set - List Price $89**

**Join a CorelDRAW User Group**

There are many excellent CorelDRAW user groups around the world. These groups share ideas and techniques and represent a tremendous source of information and support. Most common problems can be easily resolved by posting a message on a user group bulletin board. For more information on Corel User Groups consult:

**Corel Corp User Group Page:** www.corel.ca/products/user/index.htm.
**Metro San Diego CorelDRAW! User Group**: www.corelgroup.com
**Atlanta Corel Users Group:** http://userwww.service.emory.edu/~wpampli/atlcorel.html

**Explore the Internet**

The Internet is a tremendous source of information. By searching for "Corel Draw" in your favorite search engine, you will probably find many interesting Corel Draw links. A few of our favorite sites include:

**www.altman.com** Terrific links to other Corel related sites plus books and videos
**www.corel.com** Corel's home page, includes upgrades and support
**www.desktoppublishing.com** Giant site for the graphic design and desktop publishing community
**www.squareonegraphics.com** Home of the Click-N- Learn interactive tutorials
**www.unleash.com** Terrific tips plus information on Unleashed books, videos and seminars
**www.usscreen.com** The premier site for Screen Printers, hosted by The U.S. Screen Printing Institute

**Purchase a CorelDRAW Add-On Software**

Without formal graphics training, most new CorelDRAW users typically struggle to develop a basic proficiency in the program. Instead of having to learn complicated production techniques, the Smart Designer CorelDRAW add-on software does much of the work for you. If you are new to CorelDRAW, you can immediately be successful with our system. If you are an advanced user of CorelDRAW, you can dramatically reduce both your production and design time. Smart Designer 10.11 makes it possible for anyone, regardless of skill level, to produce high quality custom graphics in an efficient manner. For more information on Smart Designer, visit **www.smartdesigns.com**.

**Enroll in a Smart Designs Boot Camp in Tempe, Arizona**

Digital Art Solutions is offering comprehensive multi-day training camps at the Digital Art Solutions Corporate Offices in Tempe, Arizona. Boot Camps are hosted by leading industry experts including Foster Coburn and Craig Mertens. You must have a basic proficiency in CorelDRAW and own Smart Designer 10 to enroll in camp. This training course is designed for anyone wishing to gain a mastery in the Smart Designs Art System. The curriculum covers the advanced features of both Smart Designer and CorelDRAW as well as essential industry specific production skills. Each attendee will take home an advanced training manual and a variety of industry specific handouts. Each monthly Boot camp is limited to 20 attendees. Anyone wishing to master art production should contact Digital Art Solutions at 1-800-959-7627 for a schedule and pricing.

## For More Info on Training Products or Camps Call 1-800-959-7627

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